



Australian Government

PMAWHS420 Develop first aid procedures and manage resources

Release: 1

PMAWHS420 Develop first aid procedures and manage resources

Modification History

Release 1. Supersedes and is equivalent to PMAOHS420B Develop First Aid procedures and manage resources

Application

This unit of competency covers the skills and knowledge required to manage the development and implementation of a workplace first aid system.

This unit of competency applies to operators who are required to plan and coordinate processes to develop new or review existing first aid procedures, communicate procedures to others, and ensure training and professional development needs are addressed.

This unit of competency applies to all work environments and sectors within the industry.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Work health and safety

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1	Develop effective organisational systems	1.1	Coordinate participative processes to identify and agree on outcomes
		1.2	Initiate processes to plan, implement and control systems to achieve identified outcomes
		1.3	Implement/develop policies and procedures consistent with procedures.
		1.4	Develop and maintain processes for effective conduct of first aid responsibilities

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| | | 1.5 | Distribute changes in policy and procedures to relevant personnel using appropriate communication channels |
| | | 1.6 | Undertake review of procedures/policies, and report recommendations as required |
| 2 | Implement effective first aid training and practice | 2.1 | Maintain links with first aid bodies, professionals and clinical organisations/bodies |
| | | 2.2 | Maintain currency of first aid and personal qualifications in accordance with industry and organisational requirements |
| | | 2.3 | Review and validate risks against procedures |
| | | 2.4 | Coordinate, plan, implement and evaluate additional training in a timely manner to meet the needs of individuals and the worksite |
| | | 2.5 | Ensure practices are consistent with current standards and policies |
| | | 2.6 | Coordinate planning for response to major incidents and make known to the work group in readiness for implementation |
| 3 | Maintain up-to-date professional development of knowledge and skills | 3.1 | Undertake self-education process in accordance with workplace principles and opportunities |
| | | 3.2 | Access links with various professional first aid bodies and organisations to maintain currency in the field |
| | | 3.3 | Access and communicate promptly relevant information to work group, and maintain certification in accordance with workplace procedures and legislation |

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

All operations to which this unit applies are subject to stringent health, safety and environment (HSE) requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, include one or more of the following:

- directives and/or guidelines from:
 - Australian Resuscitation Council (ARC)
 - National Health and Medical Research Council (NHMRC)
 - Australian Standards
 - Worksafe Australia
- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Systems	A first aid system must be supported by systems and procedures in related areas of the organisation, including the following: • ordering (e.g. magazines, books and supplies) • skills updating (e.g. attending conferences/workshops and reading publications) • professional development and networking (e.g. attending conferences/workshops and reading publications) • communication • technology • training and assessment, and refresher training • IT • record keeping • health safety and environment • hazard and risk management
Professional development	Professional development includes one or more of the following: • accessing up to date information about industry practices, codes and certification requirements via: • meetings • seminars • conferences • membership of professional first aid bodies • education/self-education processes, such as: • attendance at relevant seminars and conferences • maintenance of professional library • membership of first aid bodies • formal training • supervised or unsupervised practice to maintain currency of competence
First aid bodies and clinical organisations	First aid bodies and professional and clinical organisations/bodies include the following: • Australian Resuscitation Council (ARC) • International Liaison Committee on Resuscitation (ILCOR) • support groups • registered providers/authorities

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875>

Assessment Requirements for PMAWHS420 Develop first aid procedures and manage resources

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and include the ability to:

- communicate effectively orally and in writing
- coordinate participative processes
- plan for and develop procedures incorporating input from others
- evaluate policy/procedures and make recommendations for improvement
- determine the need for training and professional development and coordinate appropriate responses
- manage own professional development and currency of certification
- monitor the implementation of the system and make amendments, including:
 - correct application of procedures
 - alignment to current first aid practice/standards
 - need for information/communications
 - integration with other systems/procedures
- write procedures, including technical and numerical information.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- organisational procedures, including those covering:
 - safety, hazards and hazard control
 - incident, fire and accident
 - environmental protection
 - risk assessment/risk management
- hazards that may arise in the job/work environment, and:
 - their possible causes
 - potential consequences
 - risks
 - appropriate risk controls
- regulatory framework
- state and territory regulations relating to currency of skills and knowledge

- training and assessment processes and methods
- identifying and evaluating training/assessment options
- techniques for identifying skills/training needs
- national training agenda
- the role of professional development
- first aid principles and practices.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
 - a single project which provides sufficient evidence of developing new or reviewing existing first aid procedures which satisfy the requirements of all the elements and performance criteria
 - multiple smaller projects which together provide sufficient evidence of developing new or reviewing existing first aid procedures which satisfy the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should use a real project in an operational workplace. Where this is not possible or practical, assessment must occur using a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- In addition, the assessor or anyone acting in subject matter expert role in assessment must demonstrate both technical competency and currency. If the assessor cannot demonstrate technical competency and currency they must assess with a subject matter expert who does meet these requirements.
- Technical competence can be demonstrated through one or more of:
 - relevant VET or other qualification/Statement of Attainment

- appropriate workplace experience undertaking the type of work being assessed under routine and non-routine conditions
- appropriate workplace experience supervising/evaluating the type of work being assessed under routine and non-routine conditions
- Currency can be demonstrated through one or more of:
 - being currently employed undertaking the type of work being assessed
 - being employed by the organisation undertaking the type of work being assessed and having maintained currency in accordance with that organisation's policies and procedures
 - having consulted/had contact with an organisation undertaking the type of work being assessed within the last twelve months, the consultation/contact being related to assessment
 - conducting on-the-job training/assessments of the type of work being assessed
 - being an active member of a relevant professional body and participating in activities relevant to the assessment of this type of work.

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